



## DEPARTMENT OF THE NAVY

NAVAL HOSPITAL

BOX 788250

MARINE CORPS AIR GROUND COMBAT CENTER  
TWENTYNINE PALMS, CALIFORNIA 92278-8250

IN REPLY REFER TO:

NAVHOSP29PALMSINST 6110.1E

Code 0102

26 Feb 99

### NAVAL HOSPITAL TWENTYNINE PALMS INSTRUCTION 6110.1E

From: Commanding Officer

Subj: PHYSICAL READINESS TRAINING PROGRAM

Ref: (a) OPNAVINST 6110.1E

Encl: (1) Sample Physical Readiness Program Failure  
Notification Letter for Officers  
(2) Sample Physical Readiness Program Failure  
Administrative Remarks (Page 13) for Enlisted

1. Purpose. To provide policy and procedure for the Physical Readiness Training (PRT) Program and the Command Directed Physical Conditioning Program in compliance with reference (a) for all Naval Hospital military staff.

2. Cancellation. NAVHOSP29PALMSINST 6110.1D.

3. Background. All military personnel, regardless of duty assignment, must strive to achieve and maintain the highest level of physical fitness to ensure operational readiness and personal effectiveness.

#### 4. Policy

a. The Physical Readiness Training program is an integral part of the Navy's Pride and Professionalism Program. It is designed to increase readiness and decrease morbidity and injury by raising the overall level of fitness at the command.

b. All military members of the command will maintain a proper military appearance and meet body composition and physical readiness standards. Failure to meet and maintain standards may result in administrative and disciplinary action as outlined in reference (a).

c. Physical Readiness Testing and the Command Directed Physical Conditioning Program will be conducted using the guidelines of the reference (a) and enclosures (1) and (2).

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d. Physical readiness will be a factor in recommendations for approval/delay in advancement, frocking, schools, special programs, reenlistments, Temporary Additional Duty (TAD), Temporary Duty Under Instruction (TEMDUINS), and Permanent Change of Station (PCS) transfer.

e. All military members of the Command who fail to meet the Navy's body fat standards (less than 22 percent for males, less than 33 percent for females) or who fail an official PRT will be assigned to the Command Directed Physical Conditioning Program. Those members who have positive risk screening factors will have their level of participation determined by the Authorized Medical Department Representative (AMDR). Members diagnosed as out of standards, based on body fat composition, shall be considered for BUMED-approved Weight Management Program.

f. Personnel medically waived from participating in PRT testing must have written documentation of a light duty status. Upon termination of the light duty status, the individual will be reevaluated for fitness for duty and participation in the PRT. All members with musculoskeletal injuries precluding participation will have a consult to physical therapy. Any injury/illness which requires the member to remain on light duty for greater than 30 days must receive a limited duty board.

g. Personnel who achieve an "outstanding" score on the PRT shall receive a 96-hour liberty and a letter signed by the Commanding Officer noting their accomplishments. This liberty must be taken before the start of the next PRT cycle.

h. Each military staff member is responsible for maintaining standards of physical readiness and participating in a lifestyle that promotes optimal health.

## 5. Action

a. The Commanding Officer shall:

(1) Make physical training a part of the weekly routine for all military members. Per reference (a), participation in a program of aerobic physical exercise is required at least three times per week, except for personnel excused by medical authority or whose military duties make it impractical, per reference (a). Implementation of this routine, which may

be customized to fit individual directorate/department needs, shall be carried out by respective directors. Compliance must be documented in the Medical Expense and Performance Reporting System (MEPRS) sheet with the appropriate code.

(2) Appoint a Command Fitness Coordinator in writing.

(3) Appoint a Remedial Fitness Coordinator in writing. This responsibility will be a collateral duty.

(4) Members who are tobacco users will not be appointed as fitness coordinators at any level within the command.

(5) Appoint an Authorized Medical Department Representative (AMDR) who is either a Medical Officer, Physician Assistant, or Nurse Practitioner.

b. The Command Fitness Coordinator (CFC) shall:

(1) Administer the Command Physical Readiness Training Program per reference (a).

(2) Distribute Risk Factor Screening forms to military members 10-12 weeks prior to the scheduled test dates.

(3) Conduct height/weight measurements and when required, body fat composition, not more than 10 days prior to, but at least 48 hours before the semi-annual PRT.

(4) Ensure that all members failing to maintain physical readiness standards are notified in writing by the Commanding Officer using enclosure (1) for Officers, or enclosure (2) for enlisted personnel. Appropriate reports will also be submitted to document such failures.

(5) Maintain accurate individual Physical Readiness Training records on all military members.

(6) Forward Physical Readiness Test results to the Commanding Officer, Executive Officer and Directors following the semi-annual PRT cycle.

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(7) Report Physical Readiness Training Program related injuries to the Safety Officer.

(8) Maintain the Command PRT Summary Report, prepare and submit the results to Chief, Bureau of Naval Personnel (Pers-601), for the fall cycle only.

c. The Remedial Fitness Coordinator shall:

(1) Work with the CFC to develop and coordinate an ongoing remedial fitness program designed to remediate member's deficiencies before the next PRT cycle.

(2) Implement and manage the Remedial Program.

(3) Ensure that members who are not within Navy body fat standards are being followed by the Dietitian.

(4) Conduct a monthly unofficial mock PRT which includes weigh-ins and/or body fat measurements and a Physical Readiness Test to assess the progress of the remedial program participants.

(5) Monitor remedial program compliance and report non-compliant personnel as appropriate.

d. Directors shall:

(1) Appoint a Directorate Fitness Program Representative in writing to assist the CFC and the Remedial Coordinator.

(2) Ensure that military personnel in their directorate document their physical fitness training three times weekly. Facilitating individual and group efforts by creatively structuring working hours and/or meal and break times is consistent with the programs intent.

e. The Directorate Fitness Representative shall:

(1) Assists the CFC with duties delineated in paragraph 5b.

(2) Not use tobacco products.

f. Head, Human Resource Department shall provide administrative support, as needed, to the CFC to include preparation of messages, Counseling and Warning Statements (Page 13 entries), and Letters of Notification for failures, and Congratulations for outstanding performance in the PRT.

g. Personnel Support Detachment shall ensure that all members have their Risk Factor Screening (OPNAV 6110/2) forwarded to their next command.

h. Department Heads shall:

(1) Fully support the Command Physical Readiness Training Program and encourage every member to achieve and maintain high standards of physical readiness.

(2) Allow each member identified for the Command Directed Physical Conditioning Program enough time to meet their remedial fitness requirements.

i. All Command Directed Physical Conditioning Program Members shall:

(1) Participate in monthly body composition measurements.

(2) Participate in a monthly unofficial mock PRT as scheduled by the Remedial Fitness Coordinator.

(3) Fully participate in the Command Directed Physical Conditioning Program. This includes participating at least three times per week in a well-balanced program consisting of aerobic activity, flexibility and muscular strength conditioning. If a member cannot make the scheduled Command Directed Physical Conditioning Program activity, he/she needs to show cause in writing within 15 working days of notification, why an alternate arrangement is needed. The letter shall be addressed to the executive officer via Remedial Fitness Coordinator and CFC. Other required health promotion activities or classes may also be scheduled.

j. Each military staff member shall:

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(1) Achieve and maintain standards of physical readiness per reference (a).

(2) Complete Risk Factor Questionnaire 10-12 weeks prior to the PRT.

(3) Participate in the PRT on the scheduled dates.

(4) Be considered a Physical Readiness Test failure if member fails to show up as scheduled, or to meet Navy body fat standards or to perform satisfactorily during the officially scheduled test cycle. There will be no retest.

(5) Comply with the requirements outlined in enclosure (1) if an Officer, or enclosure (2) if enlisted, when deemed out of standards or a Physical Readiness Training failure.

6. Applicability. This instruction is applicable to all Naval military personnel assigned to the Naval Hospital Twentynine Palms.

7. Required Reports. The Command PRT Summary Report is due to Bureau of Naval Personnel (Pers-601) only for the fall cycle by 31 Oct.

8. Forms. The following forms and guides will be available from the CFC:

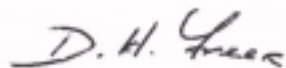
a. OPNAV 6110/1 (10-97), Command Physical Readiness Test Summary

b. OPNAV 6110/2 (Rev 1-98), Risk Factor Screening/Physical Readiness Test Results.

c. NAVPERS 15602, Navy Nutrition and Weight Control Guide.

d. NAVPERS 15603, Navy Physical Conditioning Guide.

These forms may be obtained from the Physical Fitness Coordinator or Central Files.



D. H. FREER  
Acting

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SAMPLE LETTER OF NOTIFICATION FOR OFFICERS

6110  
Code  
Date

From: Commanding Officer  
To:

Subj: LETTER OF NOTIFICATION

Ref: (a) MILPERSMAN 3420440  
(b) OPNAVINST 6110.1E

Encl: (1) Remedial Program Guidelines

1. Per reference (a), you are advised that you failed for the \_\_\_\_\_ (first, second, or third) time to meet physical readiness standards of reference (b). Effective this date, you are enrolled in the Command Remedial Physical Readiness Training Program. You are required to participate per enclosure (1) until you are within Navy body fat standard, and pass the official Physical Readiness Test (PRT) on the next cycle, or until otherwise directed. To help you reach Navy standards, the following assistance is provided:

- a. Medical evaluation, if out of body fat standards.
- b. Appropriate referral/information from command DAPA or dietitian.
- c. Remedial program for weight loss and/or physical conditioning.

2. Possible administrative actions for members who are not within Navy weight standards or fail the PRT include:

- a. Ineligible for promotion or redesignation.
- b. Not recommended for promotion upon failure of the two most recent PRT cycles (body fat, and/or PRT) and remains out of standards at the time the Fitness Report is due.
- c. PCS transfer or overseas transfer may be denied if member is in danger of failing a third PRT within one year of transfer.

J. M. HUBER

Copy to:  
Command Fitness Coordinator  
Remedial PRT Program Coordinator

Enclosure (1)

NAVHOSP29PALMSINST 6110.1E  
26 Feb 99

ADMINISTRATIVE REMARKS  
NAVPERS 1070/613 (REV. 10-81)  
S/N 0106-LF-010-6991

SHIP OR STATION		NAVAL HOSPITAL TWENTYNINE PALMS CA	
<p>I, _____, USN (R), have been advised that I have accumulated my _____ Physical Readiness Program Failure in a 4 year period due to:</p> <p>____ Exceeding height/weight and body fat standards taken on more than 10 days and not less than 48 hours prior to the official Physical Readiness Test (PRT). The date of the official PRT measurement was ____ (dd/mm/yy). At that time my percent body fat was measured at ____%; my height was measured at ____ INCHES; my weight at ____ LBS; my neck at ____ inches, and my abdomen at ____ inches.</p> <p>____ Failure of the PRT, due to unsatisfactory performance on the ____ (curl up, push up, run/swim) portion of the PRT dated ____.</p> <p>I understand that I am enrolled in the Command's Level I Physical Readiness Conditioning Program as of the date of this Page 13. I am required to participate until I pass the next official PRT by measuring within Navy Body fat standards (through height/weight or circumference measure standards) and passing the PRT's performance portion: sit-reach, curl up, push up and the swim or run, or until otherwise directed. To help me reach Navy standard, the following assistance will be provided:</p> <ul style="list-style-type: none"><li>a. Medical evaluation, of out of body fat standards.</li><li>b. Appropriate counseling.</li><li>c. Remedial program for weight loss and/or physical conditioning.</li></ul> <p>____ I received AND understand the Remedial PRT Program Guideline.</p> <p>____ I am aware of the administrative and statutory actions for members who are not within body fat standards or fail the PRT. These include, but are not limited to the following:</p> <p>____ Ineligibility for frocking, advancement or redesignation until I meet my height/weight/bodyfat standards and pass an official PRT.</p> <p>____ Not recommended for advancement on my performance evaluation if I fail the two most recent cycles (height/weight/body fat or PRT) and am out of body fat standards at evaluation time.</p> <p>____ I may be denied PCS transfer or overseas transfer if I am in danger of being processed for administrative separation within one year of the transfer due to physical readiness program failure (height/weight/bodyfat or PRT).</p> <p>____ Transfer to special duty or school will be denied if I do not meet PRT program standards for that duty or school.</p> <p>I understand I have the right to make a statement regarding this page 13.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"><div style="text-align: center;"><p>_____ Signature</p><p>_____ DATE</p></div><div style="text-align: center;"><p>_____ Witness</p></div></div>			
NAME (Last, First, Middle)		SSN	BRANCH AND CLASS